



115 Main Street East | Oak Ridge, TN 37830
 Phone: (865) 294-4531
 Email: nbeets@amse.org

Date of Request: _____

Event/ Meeting Date: _____

Time: from _____ to _____

Facility Use Form

User or User Organization: _____

Address: _____
Street City State ZIP

Requestor: _____

Business Phone: _____ Fax: _____ Email: _____

Purpose of Event/Meeting: _____

Number of People Expected: _____

Use Fees: *

Facilities:	Capacity	Half Day	Full Day
<input type="checkbox"/> Auditorium	150 seated 250 standing	\$250	\$500
<input type="checkbox"/> Auditorium with Exploration Zone	150 seated 250 standing	\$350 After hours only	N/A
<input type="checkbox"/> Laboratory 1	40	\$175	\$350
<input type="checkbox"/> Laboratory 2	40	\$175	\$350
<input type="checkbox"/> Laboratory 1 & 2	80	\$325	\$600
<input type="checkbox"/> Conference Room	20	\$150	\$300
<input type="checkbox"/> Entire Museum	750		\$1,000

(Includes Exhibit Area and exclusive use of rooms identified above)

* 20% Discount for Non-Profit Organizations

Staff Fees: Two staff members required after operation hours. Please ask for prices.

Security Fees: Applied when alcohol is served. One security guard required for less than 100 people / event, and two security guards for more than 100 people / event. Please ask for prices.

Will this event be catered? Yes No

If so, by whom? _____

Will there be alcohol served? Yes No

(Call for listing of caterers licensed to serve alcohol at AMSE 865-294-4531)

The Discovery Shop, demonstrations, birthday parties and other services are available upon request. Please ask for availability and prices.

**Please make checks out to:
AMSE Foundation**

Equipment Use Fees:

Each facility use fee includes 6 tables and 36 chairs. Any additional equipment will be charged at the following rates:

- Tables X _____ \$5.00 each
- Chairs X _____ \$0.50 each
- Auditorium Projector \$55.00 per meeting
- Laptop \$55.00 per meeting
- Overhead Projector \$25.00 per meeting
- Portable Projector \$25.00 per meeting
- Microphones (Stand Alone, Tabletop, Podium, Lapel and Stationary Mikes are available) \$50 half day \$100 full day
- White Dry Erase Board w/markers \$10.00 per meeting
- Flip Charts w/markers \$10.00 per meeting
- Easels \$5.00 per meeting
- DVD \$25.00 per meeting
- Audio Recorder/CD Player \$25.00 per meeting
- Laser Pointer No charge (\$50 fee if not returned)

User Agreement:

This authorization and all obligations of the User or User Organization ("User") of terms on the reverse side and in any attachments are accepted by:

Requestor Representative

Date

For use by American Museum of Science and Energy ONLY

AMSE Director or Authorized Staff Member

Date

TERMS AND CONDITIONS OF FACILITY USE AGREEMENT

The User agrees that the use of the American Museum of Science and Energy facilities (AMSE) as provided on the face of this authorization entails its observance of the following obligations, limitations, or other terms, as may be established by the U.S. Department of Energy (DOE) and operated by Alutiiq Solutions, LLC.

- The User will have a responsible representative present at all times.
- Alterations to facilities, including attaching decorations and displays to the walls, floors, and equipment, shall only be made with the written concurrence of the AMSE representative.
- Refreshments will not be permitted on the premises unless special arrangements are made in advance with the AMSE representative. Alcoholic beverages (beer, wine, or liquor) must be incidental to the purpose of the event and only one phase of the total refreshments; food and non-alcoholic beverages must also be served. The User will be responsible for obtaining a one-time Special Occasion License from the Alcoholic Beverage Commission of the State of Tennessee or the Beer Board and attach a signed copy to the AMSE Facility Use Form; or will contract with a Liquor-by-the-Drink caterer with a current off-premise permit.
- If alcoholic beverages are consumed during your event, User shall provide, at its sole cost and expense, a single limit public event liability insurance policy that includes liquor liability in which the User is named as the insured and also names the "United States Department of Energy; City of Oak Ridge, TN; and TN Oak Ridge Rutgers LLC", as additional insured parties in an amount of one million dollars (\$1,000,000) each occurrence, covering bodily injury, including death, and property damage, and shall provide a copy of the insurance policy at least one week prior to the scheduled event date.
- Alcohol beverages will not be consumed at AMSE before 8:00 AM or after 12:00 AM on Monday through Saturday, or before 12:00 PM or after 12:00 AM on Sunday, or at any other time prohibited by applicable law or local ordinance. Under no circumstances will alcoholic beverages be sold to, served to, or consumed by any person under the legal drinking age for the State of Tennessee or any person who appears to be intoxicated. Alcoholic beverages will not be consumed during normal hours of operation of the Museum; however, alcoholic beverages may be allowed after 5 PM on Friday with prior authorization.
- Security applied when alcohol is served. One security guard required for less than 100 people per event, and two security guards for more than 100 people per event.
- AMSE employees will not sell or serve alcoholic beverages.
- No meetings or other use of the facility shall be for political or sectarian purposes.
- The User does not practice or advocate discrimination based on age, race, color, religion, sex, physical or mental handicap, or national origin, and will not use the facility under the authorization in a manner that permits such discrimination.
- Neither the operating subcontractor, Alutiiq Solutions, LLC, nor the DOE shall be responsible for loss of personal property or for injury to persons or property as a result of use of the facilities.

EXHIBITS

The User may include exhibit(s) as part of their program, according to the following guidelines:

- Requests for the display of exhibits in conjunction with use of the museum facilities must be submitted for approval using the Facility Use Form.
- All exhibits and displays must comply with federal, state, and local environment safety, and health regulations.
- The AMSE management reserves the right to limit the amount of space and time an exhibit is on display.

ATTACHMENT TO FACILITY USE AGREEMENT

This ATTACHMENT TO THE FACILITY USE AGREEMENT provides additional conditions for the use of the American Museum of Science and Energy (AMSE) by _____, known as "User."

Special Conditions:

TERM – The term of the Facility Use Agreement shall be effective for events occurring () weekly; () biweekly; () monthly on the _____ day of the () week; () month, beginning _____, 20____ and ending _____, 20____, but is revocable at any time without notice at the option and discretion of the U.S. Department of Energy (DOE) and its duly authorized representative. The User may terminate the Facility Use Agreement by giving thirty (30) days written notice to DOE or the AMSE authorized representative.

PROTECTION OF PROPERTY - Subject to the limitations set forth below with respect to the restoration of property, the User shall, during the times and dates of facility use, protect and maintain in good order and condition those portions of the AMSE facility covered by the Facility Use Agreement at the expense of the User.

INDEMNITY AND HOLD HARMLESS – Neither DOE nor its contractor(s), shall be responsible for damages to property or injuries to persons which may arise from or be incident to the Facility Use and occupation of the premises nor shall DOE or its contractor(s) be responsible for damages to the property or injuries to the persons of the User, its agents, employees or representatives or others who may be on the premises at their invitation, arising from the Facility Use activities, and the User shall hold the DOE and its contractors harmless from any and all such claims.

USER LIABILITY – The User shall be liable for any personal injury, loss of, or damage to the premises or facilities incurred as a result of its use and shall make such restoration, repair, or monetary compensation as may be directed by DOE as set out in the paragraph below. The User shall not be liable for loss of or damage to the facility arising from causes beyond the control of the User and occasioned by a risk not in fact covered by insurance and not customarily covered by insurance in the locality in which the facility is situated. Nothing contained within the Facility Use Agreement, however, shall relieve the User of liability with respect to any loss or damage to the premises, not fully compensated by insurance which results from willful misconduct, lack of good faith, or failure to exercise due diligence on the part of the User.

RESTORATION - In the event that any part of the facility or premises shall require repair for damage as a result of the use covered under the Facility Use Agreement, the User shall promptly notify DOE or its authorized representative and, to the extent of its liability shall, upon demand, either compensate DOE for such loss or damage or repair the premises damaged as DOE may elect.

User Agreement:

This authorization and all obligations of the User or User Organization ("User") of terms on this attachment are accepted by:

Requester Representative	Date
For use by American Museum of Science and Energy ONLY	
AMSE Director or Authorized Staff Member	Date